

ACH Debit Payment Instructions

To make ACH Debit payments by Electronic Funds Transfer (EFT), use our website – www.witaxeft.com – or our toll free touch tone telephone system – **1-888-EFT-WISC (1-888-338-9472)**. You must authorize the payment before 4:00 p.m. Central Standard Time (CST) on the payment due date. A series of prompts will lead you through the payment process. Before you begin it is recommended that you complete a copy of the ACH Debit Payment Worksheet as shown below, (or your own similar record of the payment transaction). Use the form as a reference when entering the payment information.

ACH Debit Payment Worksheet Instructions

If using the ACH Debit Payment Worksheet, complete one copy for each payment transaction. Enter this information prior to beginning the payment process. It is recommended that you keep a completed copy of each payment transaction for your records.

1. Enter your EFT Identifier.
2. Enter your EFT password.
3. Enter the five digit tax type code of the tax that you are paying.
4. Enter the last day of the tax period this payment covers. **Do not enter the payment due date.** Enter the month, day, and year as two digit numbers. *Example: A person who pays withholding tax monthly and has a tax period of July 1 to July 31, 2005, would enter the last day as 073105.*
5. Complete this line only if you are paying withholding tax. Enter the amount of withholding tax that you owe for the period.
6. Enter the amount you are paying for the period.
7. Enter the date you want the payment to be transferred from your bank account. This can be any business day up to 365 calendar days after the date you authorize the payment.
8. After completing the Worksheet, logon to the website – www.witaxeft.com or call 1-888-EFT-WISC (1-888-338-9472) to make your payment. Follow the prompts to complete your EFT payment transaction.
9. If making the payment online, you may print the screen showing your eleven digit payment confirmation number. If using the phone system, you will receive an eleven digit payment confirmation number. This confirmation number will be helpful if you need to resolve a payment issue.
10. Other options offered on the EFT system are:
 - Register for additional tax types.
 - Change registration – make changes to payment options, bank accounts and contact information.
 - Cancel payments.

ACH Debit Payment Worksheet

1. EFT Identifier
2. EFT Password
3. Tax Type Code
4. Last day of the Tax Period this payment covers
M M D D Y Y
5. Amount of Withholding Tax you owe \$
6. Amount of this Tax Payment \$
7. Effective Date of Payment
M M D D Y Y
8. Confirmation number
(given to you at the end of each payment transaction)

ACH Credit Payment Instructions

A comprehensive guide for financial institutions regarding setting up EFT credit payments is available on the Department's internet site www.dor.state.wi.us in the "e-services" section.